

**HOLDSWORTH COMMUNITY CENTRE & SERVICES – COMMUNITY
TRANSPORT**

**Conditions for Organisations/ Individuals borrowing/hiring
Holdsworth Street Community Centre - Community
Transport (HCCS-CT) vehicles**

1. VEHICLES

1. One 24 seater MITSUBISHI ROSA DELUX BUS
2. One 17 seater + two wheelchair capacity alternatively 22 seater MITSUBISHI ROSA
3. One 20 seater TOYOTA COASTER
4. Two MERCEDES SPRINTER minibus 11 seater + one wheelchair, alternatively 12 seater

Note: Seat belts are installed in all vehicles. HCCS – CT provide seat belt extensions for those who need one

2. ACCESS TO VEHICLES (BUSES)

Only authorised community groups or individuals performing community work can use HCCS-CT vehicles. Priority use of the HCCS-CT vehicles is as follows:

1. Holdsworth Street Community Centre activities
2. HACC funding community organisations
3. Woollahra Municipality Council funded community organisation activities.
4. Other local community organisations
5. Surrounding Neighbouring Area Community organisations
6. Individuals offering or supporting local community activities / services.

Note: Holdsworth Street Community Centre – CT reserves the right to refuse any group or individual use HCCS vehicles.

3. USE OF VEHICLE

Vehicles may only be used for the purpose, which is stated at the time of application and any alteration must be approved by HCCS – CT Coordinator in advance.

The distance for the use of the bus is limited to 150 km from the vehicle's garaging point – Edgecliff Interchange Bus Station.

- Overnight hire of the vehicle is not permitted.
- Overnight garaging is at Edgecliff Interchange Bus Station
- HCCS/ CT users must record the following information on the HCCS / Log Book vehicle log book provided



HCCS Log Book

- ❖ Date of Journey,
- ❖ Purpose of Journey,
- ❖ Odometer (start and end)
- ❖ Fuel replacement / litres/
- ❖ Amount
- ❖ Driver's name and signature
- ❖ Any comments and/or problems with the vehicle at the time of hire.

HCCS Driver Advice Checklist

- Must be completed prior and after journey and left signed at Edgecliff Interchange Bus Station office.
- General vehicle check before journey,
- General vehicle check (clean) after journey

HCCS Accident & Incident Report Form (if needed) – must be completed.

- Copies are kept in the clipboard folder also containing the Log Book in each HCCS authorised vehicle.

3.1 Food – drink consumption in vehicles

All HCCS – CT vehicles are ALCOHOL / SMOKING free zones.

- This means NO ALCOHOL or SMOKING to be consumed on the vehicles at any time.
- The driver is to be aware of and adhere to the Roads and Traffic Authority's regulations governing alcohol consumption whilst in control of a vehicle.

NO EATING OR DRINKING (except water) by drivers or passengers is permitted in HCCS / CT vehicles.

3.2. Seat belts

Drivers of HCCS-CT vehicles are reminded of the requirements under the Motor Traffic Act for seatbelts to be worn in all but exceptional cases eg. pregnancy, medical conditions with Doctor's certificate.

- The designated driver MUST acquaint passengers with this requirement at the beginning of a journey.

3.3 Fuel, Keys pick up, Cleaning

Vehicle fuel tank will be full before hire.

- The hirer is responsible to refuel vehicle after journey.

Keys MUST be picked up and returned after use to :

- Holdsworth Street Community Centre – CT main office, 64 Holdsworth Street, Woollahra between the hours of 9.00 am and 4.30 pm Monday to Friday.



- The hirer is responsible for cleaning of the vehicle at the end of trip. The vehicle should be swept and all rubbish removed. Cleaning equipment is provided in HCCS-CT Edgecliff Office.

PLEASE NOTE: If the vehicle is not sufficiently clean upon return the hirer will be billed (\$30 per hour) for the cost of cleaning.

3.4 Vehicle Location

All vehicles are kept at the Edgecliff Interchange – Bus station, EDGECLIFF
Cnr New South Head Road and Ocean Street.

- The entrance is from Ocean Street.
- Temporary parking permit in HCCS designated parking area will be provided for driver's vehicle if required. Please discuss this with the HCCS CT – Manager prior to departure.

3.5 Drivers

1. Drivers using the HCCS – CT buses are required to hold a minimum NSW LR or MR, HR, HC, MC licence.
2. They must be 25 years of age or older.

NOTE: Any person whose driver's licence has expired or/who has been suspended for any offence is not permitted to drive the Holdsworth Street Community Transport vehicles.

- A copy of the drivers licence must be given (attached to the application form) to HCCS-CT Coordinator prior the trip.
- The licence of driver must also be shown before the keys are collected.
- A photocopy of licence(s) will be taken and kept on file.
- Except in an emergency situation, the vehicle must be driven by the nominated driver(s) or a driver previously approved by HCCS-CT Coordinator.
- The driver is responsible for checking that the diesel/water/tyres levels are adequate and that all warning systems are functioning.

4. PROCEDURE TO BE FOLLOWED IN THE CASE OF A BREAKDOWN OR ACCIDENT

In the case of an accident the driver should notify the Police, as required under the Motor Traffic Act.

- All HCCS vehicles are comprehensively insured. However, please be advised that the hirer will be charged \$ 300.00 per claim to cover our Insurance Excess cost caused by negligent driving.
- If the driver of another vehicle is responsible for an accident the hirer is responsible to take appropriate data/information for insurance claim purposes and providing this to the HCCS CT- Coordinator.



In both cases the HCCS Incident/Accident Form must be filled out (copy is in vehicle clip board containing log book etc) and returned it to the HCCS – CT Coordinator by the end of shift or as soon thereafter.

- In the case of breakdown the user is to contact NRMA for assistance. The NRMA phone number is listed in Vehicle Portfolio telephone and is **1300 369 349** .

The driver/user should also contact office of HCCS-CT as soon as practical and notify details of the breakdown/accident. **Telephone: (02) 9302 3630 or 0404 468 297**

- The driver/hirer is responsible for paying of all fines relating to parking or driving offences incurred whilst hiring HCCS vehicles.



ACCEPTANCE OF HCCS VEHICLE HIRE CONDITIONS

We, as duly authorised representatives of the service provider, agree to the HCCS - Community Transport External Bus Hire Conditions and Procedure as documented.

In presence of:

1.

(Name)	(Title)	(Signature)
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Date _____

2.

(Name)	(Title)	(Signature)
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Date _____

**Note: Please print and sign two copies and return one signed copy to:
HCCS CT – Community Transport Manager C/ 0 64 Holdsworth Community Centre &
Services, Woollahra, NSW 2025**

ATTACHEMENTS



HOLDSWORTH STREET COMMUNITY CENTRE – COMMUNITY TRANSPORT

Bus Hiring Charges



1. Bus Hire - pricing per kilometre:

1. 90 cents per kilometre for
HACC or WMC funded organizations
\$45.00 – minimum up to 50 km.

2. \$1 per kilometre for non-profit organizations
\$55 minimum up to 55 km

3. \$ 1.20 per kilometre for other groups
\$75 minimum up to 64 km

(Please note: If kilometres are more than the minimum then the kilometre rate applies)

2. Other Charges

\$25.60 per hour for driver – casual rate, for Monday to Friday, \$38.50 for Saturday, 48.50 for Sunday and public holidays.

(Please note: Minimum two hours applies for all days.)

20 cents per kilometre - Fuel levy

\$40 Infringement notice – eg. Bus left dirty, windows left open, lights left on.

Administration fee \$ 10 for non for profit organizations,

\$20 for other groups and

Free of charge for HACC and funding organizations.

HACC Volunteer driver reimbursement **\$12.00** per trip per day

\$50.00 Familiarisation with vehicle and appropriate training for external drivers

3. Late notice of cancellation

\$51.20 Hirer will be charged if cancel booking on day of trip.

3. Discount

HCCS-CT may be able negotiate a small discount in special circumstances only.

BUS HIRE BOOKING FORM



This form is to be filled out by a representative of the Organisation applying to hire the bus.

1. Organisation Details

Name of organisation:

Billing Address:

Phone:

Facsimile:

Email:

We are a: (Please tick) Not for profit organisation Commercial organisation

Clients/group of organisation (eg Frail aged, people with disability, kids, school children, etc):

Purpose of use

Destination (*Please give details, clear address*)

Date you require the bus

Do you require a driver (Please tick) YES NO If yes please provide the following information

Pick Up Address

Drop Off Address

If you require the bus for more than one day, then please fill in a form for each day.

Bus required (Please tick):

- 17 Seater wheelchair access x 2 or alternatively 22 seater (Mitsubishi Rosa Standard) 24 Seater, No Wheelchair Access (Mitsubishi Rosa Deluxe)
- 21 seater (Toyota Coaster Deluxe) 10 Seater, Wheelchair Access x 1 or alternatively 11 seater (Mercedes Sprinter Automatic)

Do you require a driver? Please tick YES I require a driver NO we will provide a driver *If NO please go to question 2*



2. Request for permission to drive bus

I request that the following person(s) who have the required licence be given permission to drive the bus on our behalf.

Driver's name _____ Licence
number _____

Driver's name _____ Licence
number _____

(Please attach a photocopy of each person's driver's licence. Required Licence is NSW LR or above)

3. Terms and Agreement

I have read and accept HCCS – Community Transport guidelines/conditions and will ensure that our driver returns the vehicle in accordance with these conditions.

Name of authorised person _____
(Please use block letters)

(Signature)

Position _____ Contact Number _____

